

**UVM HEALTH NETWORK - CHAMPLAIN VALLEY PHYSICIANS HOSPITAL
GRADUATE MEDICAL EDUCATION POLICY/PROCEDURE**

SUBJECT: Graduate Medical Education Disaster Policy	
PREPARED BY: Marianna Worczak, MD Designated Institutional Official & Program Director (DIO)	RESPONSIBLE DEPARTMENT: Medical Staff Administration
CONTRIBUTING DEPARTMENT(S):	
ADMINISTRATIVE APPROVAL: GENERAL MEDICAL EDUCATION COMMITTEE	POLICY CREATION DATE: 01/1/2017
NEW: SUPERSEDES POLICY DATED: 1/1/2017	REVISED DATE: 3/6/2025
REVIEW DATES & INITIALS OF REVIEWER:	
OTHER RELATED POLICIES: (LIST POLICY TITLE & DEPT. IF NOT ADMIN.)	

- I. **SUBJECT:** Extraordinary Circumstances – Disaster or Interruption of Patient Care

- II. **PURPOSE:** This policy addresses support for GME residents/fellows in the event of an “Extraordinary Circumstance” that significantly alters the ability of the UVM Health Network – Champlain Valley Physicians Hospital and its programs to support resident/fellow education. Examples of extraordinary circumstances include abrupt hospital closures, natural disasters, or a catastrophic loss of funding.

- III. **PROCEDURE**
 1. As quickly as possible and in order to maximize the likelihood that residents/fellows can complete their GME training as scheduled, the DIO and GMEC will determine if transfer to another ACGME accredited program is necessary.

 2. Once the DIO and GMEC determine that the sponsoring institution can no longer provide an adequate educational experience for its residents/fellows, the sponsoring institution will, to the best of its ability, arrange for the temporary transfer of the residents/fellows to other ACGME accredited programs until such time as UVM Health Network – CVPH is able to resume providing the training experience. As resources are available, academic counseling, financial assistance (including salary and benefit support until the residents are established at a new GME facility), and secretarial services will be provided to the impacted residents/fellows during the transfer to other programs.
 - a. Residents/Fellows who transfer to other programs as a result of an extraordinary circumstance will be provided an estimated time for the relocation. Should that initial time estimate require extension, residents/fellows will be notified by their program director either by letter or email the estimated time of the extension.

 3. If the extraordinary circumstance prevents the sponsoring institution from re-establishing an adequate educational experience within a reasonable amount of time, permanent transfers will be arranged.

4. The DIO is the primary institutional contact with the ACGME and the Institutional Review Committee Executive Directors regarding extraordinary circumstances.
5. Programs are responsible for establishing procedures to protect the academic and personnel files of all residents/fellows from loss or destruction. This should include a plan for storage of either paper or digital data files in a separate geographic location away from the sponsoring institution.

IV. DISTRIBUTION

This policy will be available in Policy Manager for all employees on an as needed basis.

All recipients of this policy must acknowledge their receipt and understanding of the policy by referring any questions or problems with the policy within ten (10) days of the issue date to their immediate supervisor. If no questions or problems are stated, it will be assumed that the policy has been read and understood.

All questions regarding this policy or its implementation may be referred to your immediate administrative supervisor.